



Park, Recreation and Forestry

DATE: January 2017

TO: All Forestry Seasonal Maintenance Employees

FROM: Brian Pelot, Assistant Forester

Starting with your first day of work for the 2017 season, you **must** wear hard-soled boots/shoes. Obtained at your cost, they must be hard-soled, mostly leather, laced and at least 6 inches tall (over the ankle).

This requirement is instituted not only to meet the City Safety Manual's standards, but also for your own comfort and protection. See your supervisor if you have specific concerns regarding whether your boots/shoes meet the criteria above.

All Park and Forestry crews are required to wear supplied Personal Protective Equipment (PPE).

In order to keep productivity up this summer, we will insist on enforcing our existing cell phone usage policy.

- Phones may be carried by you (preferably in your lunch box or backpack).
- No texting unless communicating with supervisors.
- No cell phone use while riding from site to site unless when communicating with supervisors.
- You may use your cell phone during your half-hour unpaid lunch period.
- If you need to be in contact with a family member(s) due to an emergency situation, you may use the cell phone.
- The cell phone can be used by you if there is an on-the-job emergency and you need to call 9-1-1.

Any other use subjects you to the full disciplinary procedure.

Also, make sure you:

- **Call Brian at (920) 448-3378 to confirm your first day of work.**
- Report to the Park Shop at 919 Crocker Street on that first day before 7 a.m.
- Dress for the weather; long pants must be available to you at all times – see manual for departmental "shorts" policy.
- Bring your lunch.
- Bring your own work gloves with tight-fitting cuffs at the wrists.

See you soon! Thanks.